

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Dept of Corporations-Acctng
1515 K Street, Suite 200
Sacramento, CA 95814



Employee Name	Dufauchard, Preston
Expense Dates	06/01/09-06/22/09
Total Expense Amount	448.95
Amount Due Employee	309.75
Form ID	TEA000477707

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/01	Railroad Fare	28.80	
2)	06/03	Taxi Fare	13.00	
3)	06/15	Railroad Fare	28.80	
4)	06/22	Railroad Fare	28.80	

2. Forward Transmittal Sheet and attached documentation through your approval process.

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

Travel & Expense Account Summary

Employee Name Preston Dufauchard
Expense Dates 06/01/09-06/22/09
Report Name June 2009

Request Total \$ 448.95
Direct Charge Total - 139.20
Travel Advances - 0.00
Net Due Employee = 309.75

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Sac Staff Mtgs.	260.00
Regular Travel	SD Staff Meeting	160.15
Non-Travel Expenses	Sac Meetings	28.80

NOTE: (d)=Direct Charge

DATE	Mon Jun 1									TOTAL
Railroad Fare	28.80									28.80
TOTALS \$	28.80									28.80

DATE	Wed Jun 3									TOTAL
Commercial Air Fare (d)	139.20									139.20
Taxi Fare	13.00									13.00
Parking, Auto	7.95									7.95
TOTALS \$	160.15									160.15

DATE	Mon Jun 8	Mon Jun 8	Wed Jun 10	Wed Jun 10	Mon Jun 15	Mon Jun 22				TOTAL
Mileage, Personal Auto	50.60	50.60	50.60	50.60						202.40
Railroad Fare					28.80	28.80				57.60
TOTALS \$	50.60	50.60	50.60	50.60	28.80	28.80				260.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Sac Meetings	06/01/09	Railroad Fare	28.80	Cash
Regular Travel	SD Staff	06/03/09	Commercial Air Fare	139.20	Direct Charge
Regular Travel	SD Staff	06/03/09	Taxi Fare	13.00	Cash
Regular Travel	SD Staff	06/03/09	Parking, Auto	7.95	Cash
Non-Travel Expenses	Sac Staff	06/08/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac Staff	06/08/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac Staff	06/10/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac Staff	06/10/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac Staff	06/15/09	Railroad Fare	28.80	Cash
Non-Travel Expenses	Sac Staff	06/22/09	Railroad Fare	28.80	Cash